16 October 1968

CONTINGENCY PLANS AND OPERATIONS STAFF OFFICER

MISSION: Review and coordinate existing Emergency Force Plans, and assist the Chief Physical Security Division in coordinating the operations and activities of all PTOS elements during an emergency.

CIA SAFETY STAFF

MISSION: To plan, implement, coordinate and direct an Agency wide safety program.

SECRET

CIA SAFETY STAFF

Present T/O Authorization

        Professional -   2
        Clerical   -   1

Present Strength

        Professional -   3
        Clerical   -   1

Required T/O Requirements

        Professional -   7
        Clerical   -   2

Increase Needed in T/O

        Professional -   5
        Clerical   -   1

SECRET

SECRET

CIA SAFETY STAFF

Personnel on hand

5- Professional

1- Clerical

Functions

Personnel

3- Professional

1- Clerical

25X1A

1. Review of construction plans and specifications
2. Technical guidance and support
✳ 3. ███████████████
4. Specifications - Agency peculiar devices
5. Field support - explosives, riot material, suspect packages
6. Representation - FSC, FFC, Advisory Board of FSC, NSC
7. Agency Safety Committee
8. Ordnance Safety Committee
9. Building Emergency Organization plans and Plans.
10. Liaison and meetings - GSA, Military Services, State Department, Labor Department, local
✳11. Training - OS personnel
12. Accident analysis and statistical program
13. Mission Safety-70 program
✳14. Fire and accident investigation program
✳15. Promotional program

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4 - Professional

1- Clerical

16. Annual fire drill program
17. Testing program - fire systems
18. Testing program - toxic, flammable, radioactive, etc.
19. Headquarters area survey program
20. Motor vehicle program
21. Specialized safety training program

Mission: To plan, implement, coordinate and direct an Agency wide safety program.

SECRET

SECRET

BUILDING SECURITY BRANCH

MISSION: To establish programs and procedures at Headquarters
Buildings to facilitate authorized entry and preclude unauthorized
entry; to provide for the maintenance of security equipment at
these facilities; and to provide a 24 hour a day capability to process
security related problems.

SECRET

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BUILDING SECURITY BRANCH

FUNCTIONS:

    1.   Security Guard Program
    2.   Security Duty Officer Program
 *3.   Security Equipment Maintenance Program
 *4.   Firearms Program
    5.   Badge and Credential Program
    6.   Visitor Control Program
    7.   Traffic Violation Program
 *8.   Security Escort Program
    9.   Security Communications Program

   10.   █████████████████████████

25X1A6a

   *   Four (4) additional employees required.

SECRET

BUILDING SECURITY BRANCH

MISSION: To establish programs and procedures at Headquarters
Buildings to facilitate authorized entry and preclude unauthorized
entry; to provide for the maintenance of security equipment at
these facilities; and to provide a 24 hour a day capability to process
security related problems.

SECRET

25X9A2

SECURITY TECHNOLOGY BRANCH

Functions:

1. Alarm development and modification.

2. Emergency destruction program.

3. Security construction program

4. Locks and safekeeping equipment.

5. Physical Security training program .

25X1A   6. ███████████████████████

25X1A   7. █████████████████

8. Alarm testing and evaluation.

9. Electronic Badge Verification (badge machine)

25X1A   10. ██████████████████████████████

11. Reproduction Machine program.

SECRET

SECURITY TECHNOLOGY BRANCH

MISSION: To ensure that the Agency has, for its use and protection, the best physical security equipment which can be devised; to set Agency standards for such equipment, develop new items in-house and monitor the R&D efforts of TSD and DD/S&T; to locate commercially available physical security equipment, modify selected items for Agency use, and test and evaluate all equipment of this type in use in the Agency to ensure its suitability.

SECRET

25X9

CONFIDENTIAL

SECURITY EQUIPMENT BRANCH

PROBLEMS:

Space -
1. Alarm laboratory 2/3 too small.
2. Need separate room for incinerator display and training.
3. Need work room for power-driven tools.

Personnel -
We are short:
1. 2 EE's
2. 1 ME
3. 2 Electronic Technicans

Budget -
We need money for:
1. In-house R&D
2. Purchase of promising new physical security Items.